



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHs
JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Accountant I – Investment Verification
Division: State Portfolio and Banking
Salary: Commensurate with experience
Classification: Union – IFT/Teamsters
Location: Springfield, Illinois

Overview: The Accountant I position will perform moderately complex accounting procedures necessary for the accurate recording and monitoring of a variety of accounts and securities that fall under the responsibility of the Illinois State Treasurer's Office. This position is accountable for accurate record maintenance and compliance with all internal and external audit controls. In addition, this position is responsible for ensuring adherence to all internal procedures, office policies and Illinois law as it relates to the position. Attendance is an essential function of this position.

Duties and Responsibilities:

- Posts and maintains financial transactions related to security transactions
- Monitors and maintains all systems and/or spreadsheets necessary for the accurate recording, reconciling and reporting of information related to security transactions and holdings of the Illinois State Treasurer's Office
- Generates reports that ensure accurate reporting of security-related information to management
- Balances and reconciles all discrepancies and/or exceptions between bank accounts, internal general ledger sub accounts and broker/dealer records
- Balances and reconciles on a prescribed time table all securities held for the benefit of the Illinois State Treasurer's Office
- Creates and maintains spreadsheets/databases necessary for the accurate gathering and recording of data related to activities of the Illinois State Treasurer's Office
- Generates reports necessary for accurate reporting of data for use by management and other Illinois State Treasurer's Office staff as well as other outside entities as deemed necessary by management
- Researches and responds to basic inquiries generated by Illinois State agencies as related to the clearing functions of the State Portfolio and Banking Division
- Produces market valuation reports on all securities pledged as collateral to the Illinois State Treasurer's Office
- Supports on an as-needed basis the investment activity of the State Portfolio and Banking Division by accepting phone calls from broker/dealers and by initiating communication with broker/dealers to verify accuracy of security transaction trade information
- Performs other related duties as assigned which are reasonably within the scope of the job duties of the position

Requirements/Qualifications: Bachelor's degree in accounting/finance/business; two (2) years experience in banking/accounting related work; OR any equivalent combination of experience and training that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Director of Human Resources at HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer • Applicants must be lawfully authorized to work in the United States.

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